**Class Syllabus *2014-2015***

***Computer Applications 1***

Welcome to Computer Applications 1. My classes meet as follows.

|  |  |  |
| --- | --- | --- |
| A Day | Period 1(A) | Room 220 |
| A Day | Period 2(A) | Room 220 |
| B Day | Period 1(B) | Room 216 |
| B Day | Period 2(B) | Room 216 |

Teacher: Ms. Little

Class web site: [roselittle@wikispaces.com](mailto:roselittle@wikispaces.com)

Class email: [roselittle033@gmail.com](mailto:roselittle033@gmail.com)

Parent email: [rosemary.little@new-haven.k12.ct.us](mailto:rosemary.little@new-haven.k12.ct.us)

School phone number and voicemail: 203-936-5113

**Class Goals**

By the end of this class, you will be able to:

* Explain basics of computer hardware and software systems
* Manage files and folders
* Practice using word processing, spreadsheets, databases, graphics and presentation software
* Understand telecommunications and computer networking basics
* Use the Internet and World Wide Web effectively
* Be aware of online safety issues and use computers responsibly
* Improve interpersonal and self-management skills

*Accomplishing this will require cooperation*. Think of this class like a sport such as basketball or track. You will have to work hard independently, but you will also have to work effectively with other students and with me.

**Guidelines for Success**

Winners make their own luck. They achieve.

It takes:

**P**reparation

**R**esponsibility

**I**ntegrity

**D**edication

**E**ffort

to be successful!

**Classroom Rules**

Winners know the rules and follow them.

1. Come to class every day that you are not sick.
2. Arrive on time with your own pencil or pen and notebook.
3. Keep hands, feet, and objects to yourself.
4. Treat everyone with respect (including you).
5. Follow directions the first time.
6. Stay on task during all work times.

Students must adhere to all school wide rules including dress codes (no hats or hoodies worn in class), no visible cell phones or electronic devices, no food or drinks in the classroom, and must not leave the classroom without a pass. Physical disruptions such as fighting, cursing or pushing another student, or throwing chairs over will result in removal from the classroom and a disciplinary referral to Ms. Paris-Cooper.

If you are in school and you cut my class, which includes being more than 10 minutes late for a class, or not returning to class in reasonable time after receiving a pass, I am required to submit a cut slip and call your parent or guardian to inform them. You will lose 10 points off your MARKING PERIOD GRADE for each cut. If your marking period grade is a B and you cut class once, your grade will go down to a C.

**Activities**

Winners participate and strive to ACHIEVE**.** The ACHIEVE approach will teach you exactly what you have to do during each type of classroom activity. For now just be aware that each activity below will include very specific information for you about how to be successful in this class.

**Class Activities**

* Teacher-directed instruction
* Class discussion
* Watching a video or presentation
* Taking notes

**Individual Activities**

* Do Now
* Reading and Writing practice
* Computer Practice
* Research practice
* Projects
* Tests and quizzes
* Assessments

**Small Group Activities**

* Group discussion practice
* Decision making practice
* Problem solving practice
* Research practice
* Presentation practice

Notice the word *practice*. These activities are practice for you to improve your skills, just like an athlete, dancer, or musician does.

**Grades**

Winners know that you have to keep score. Your grades will be based on the following:

1. **20%** of your marking period grade will come from your class participation and how well you follow the rules. There are 20 possible points per week for participation and following the rules.

* You will start each week with 15 points, which is a C.
* Strong effort and application will add 1 point. I will mark additional points earned in my grading sheet throughout the class.
* Each rule violation costs 1 point.
* Participation grades will be posted on PowerSchool each Friday.

2. Class work is worth **40%** of your marking period grade.

3. Weekly or bi-weekly tests and quizzes are worth **10%** of your marking period grade.

4. Unit assessments are worth **30%** of your marking period grade.

**Classroom Procedures**

***Entering the Classroom***

1. Be in the room and seated at your desk before the bell rings.
2. Have your notebook and writing implement ready.
3. Begin working on the activity that is on the board.
4. Quietly work on this activity until I signal for your attention.

***Tardy to Class***

If you are in the classroom and seated before the bell rings, you are on time. If you enter after the bell rings or are wandering around the classroom 10 seconds after the bell, you are tardy and will lose 1 behavior point. When you are tardy, enter the room silently. Write your name and reason for being late on the tardy clipboard (attach a pass if you have one), and then immediately join in whatever activity the class is doing.

***Leaving the Room***

You may not leave the room without a pass. Before leaving, you must request a pass from me and write your name in the Bathroom Log sheet, giving the time you are leaving and again when you return giving the time of your return. No passes will be given out the first 10 minutes of class.

***Notebook and Pencil***

If you do not have a pen or pencil, I keep extra pencils available on my desk. Please return them when you are finished. There is also extra notebook paper on my desk. Use it when you need to and replace it when you bring your notebook.

***Daily and Weekly Assignments***

Daily assignment sheets will be handed out in class. Weekly assignment sheets will be posted online at [www.roselittle.wikispaces.com](http://www.roselittle.wikispaces.com) every Monday. This sheet will outline the tasks you will work on during the week, including the dates of quizzes and tests.

***Turning in Assignments***

All computer generated assignments must be sent to me via email attachment to [roselittle033@gmail.com](mailto:roselittle033@gmail.com) to receive a grade. Other assignments, such as Do Now or group or individual work that is not done on the computer, will be collected by me during class for grading.

***Returning Assignments***

Graded work will be placed in a folder with your name in the classroom or will be stored electronically by me. If stored electronically, you will receive an email from me giving your grade and any feedback.

***Finding Out Grade Status in Class***

All grades for participation, class work, quizzes and tests, and assessments will be posted on PowerSchool which will also calculate your current marking period grade. I will post your weekly participation and behavior grade every Friday on PowerSchool.

***Student Responsibilities After an Absence***

You will be required to make up any missing work if you are absent. You will find the list of assignments for the week posted on [www.roselittle.wikispaces.com](http://www.roselittle.wikispaces.com). You will have the same number of days to make up the work as the number of days you were absent. If you were absent on Monday and Wednesday, you will have to finish your makeup work and turn it in on Friday. *Always be in class unless you are seriously ill!*

***Missing or Late Assignments***

25% of maximum points will be deducted for a late assignment provided it is turned in within one week. If an assignment is worth 20 points, 5 points will be deducted before the assignment is graded if it is up to one week late. After one week, the deduction will be 50% up to two weeks late. Missing assignments will be graded with a 0 on PowerSchool if they are not received within two weeks of the due date.

***Communication Procedures with Parents or Guardians***

Parents or guardians may have access PowerSchool to view your grades. I will also give you a weekly grade printout for you to show your parent or guardian. You will get 1 bonus point for participation when you return your weekly grade printout with a parent or guardian’s signature. Parents or guardians may contact me at the email address and phone number given on the first page of this syllabus..

***Ending Class***

Ten minutes before the end of class, I will ask you to save and close any work in progress on your computer and to email me any completed work. You will log off your computer and listen to any final announcements. You will leave your computer station tidy, with your chair pushed in and all papers brought in by you removed. You will be excused by rows after the bell rings.

***Consequences for Classroom Rule Violations***

If you violate a rule, you will be assigned a consequence. Depending on the frequency and severity of the behavior, you may receive one or more of the following consequences.

* Loss of one or more participation points
* Parental contact
* Change in seating arrangement
* Time owed after class
* Detention
* Office Referral

If you ever feel that the enforcing of rules and consequences is unfair, you have the right to make an appointment with me to discuss the situation. I will be as neutral as I can in hearing your complaints or comments.